

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Museum Attendant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides security to MacArthur Square. Guides visitors and tourists to the museum. Operates movie equipment at the museum's theatre. Answers telephone inquiries. Provides assistance during special events.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Provides security to MacArthur Memorial by monitoring buildings and exhibits, opening and locking up buildings, setting alarms, patrolling museum grounds, and changing burned out lights in galleries.
2	L	Assists in administrative duties by supporting the administrative staff, greeting and guiding visitors at front memorial and theatre desk, and answering the telephone and routing calls.
3	L	Operates the museum theatre by activating video and DVD equipment and troubleshooting when malfunctions occur.
4	L	Performs miscellaneous tasks as necessary by picking up litter, assisting curator with exhibits, and preparing for special events.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six months in Security or Public Relations and Office Administration.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read history books, museum or large facility security manuals, high value protection documents, public relations oriented materials, general correspondence and memorandums.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondences and memorandums.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires little analysis or judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer service, welcoming visitors, security and surveillance of building
Sitting	F	Desk work, front desk duty, working in theatre
Walking	F	Within museum, welcoming visitors, conducting security and surveillance building
Lifting	R	Exhibits, litter, light bulbs, general office supplies, movie equipment
Carrying	O	Exhibits, litter, general office supplies, movie equipment
Pushing/Pulling	R	Changing exhibits
Reaching	O	Changing exhibits or light bulbs
Handling	R	Changing exhibits, litter, movie equipment, general office equipment and supplies
Fine Dexterity	O	Changing light bulbs, writing
Kneeling	R	Working in exhibit cases
Crouching	R	Working in exhibit cases
Crawling	N	
Bending	R	Working in exhibit cases, picking up litter, moving equipment or exhibits
Twisting	R	Working in exhibit cases, picking up litter, moving equipment or exhibits
Climbing	O	Ladder
Balancing	R	Working in exhibit cases, picking up litter, moving equipment or exhibits, on ladder
Vision	C	Reading, writing, observations, welcoming visitors, customer service, security and surveillance of building, general maintenance, setting up, moving or changing exhibits
Hearing	C	Telephone, co-workers, supervisors, communications with visitors or guests, meetings, theatre operations
Talking	C	Telephone, co-workers, supervisors, communications with visitors or guests, meetings, theatre operations
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Ladder, general office supplies, litterbags, small hand tools, flashlight

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	M	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Museum and Theatre

PROTECTIVE EQUIPMENT REQUIRED:

Raincoat or rain gear, umbrella

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)